

Food Protection Mobile



User's Manual

Food Protection

Health District Information System

HDIS (Windows Ver. 4.0)

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CHC Software, Inc.
Health District Information Systems
helpdesk@hdis.org

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Introduction

This program is designed to assist you in organizing a systematic approach to entering your mobiles and provides accurate up-to-date records within your health district.

Please review the manual carefully to obtain the maximum benefits. **Little or no prior computer experience is necessary to operate this program.**

About This Manual

The Food Protection Module is simple to use. ***The maximum benefit with the least time spent will be obtained if you start at the first page of this manual and follow the directions exactly as you enter the first record in your computer.***

Square boxes in this manual surround the key that you are to press on your keyboard. As an example, when you read

ENTER

, press the **enter** key on your keyboard.

The word **TYPE** is followed by bracketed [] instructions of what to type into a field.

Note: **For Technical Support, email: helpdesk@hdis.org**



Navigation

Whenever you see one  click the left side of your mouse once.

Whenever you see two  click the left side of your mouse twice.

Navigation Keys For Entering Information

Tab or **ENTER** to move to next field

| **Shift** **Tab** or **Up** to go back one field

Alt + **R** places you in the receipt screen.

Editing Keys

Backspace deletes one character left of cursor

Delete deletes one character

Insert inserting & overwriting modes

When you see a pull-down field, click the arrow to the right to view all your choices.



Starting HDIS

MICROSOFT Windows Users

Start

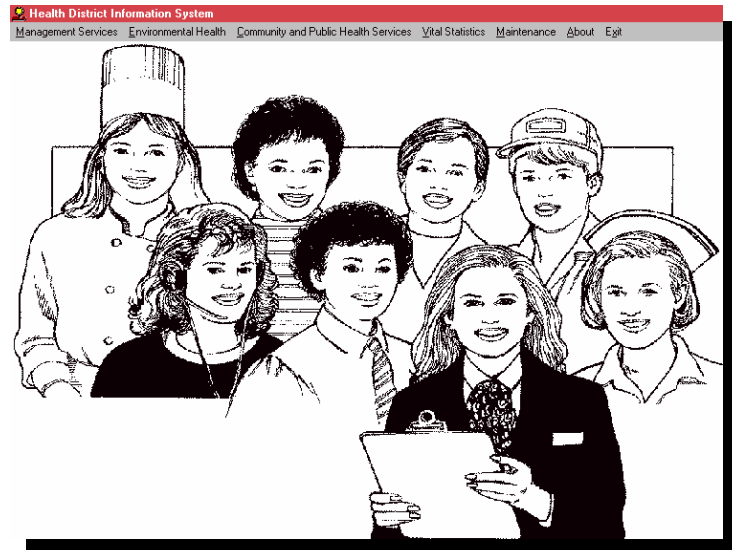
Programs

Health District Info Systems

HDIS

Health District Information System Menu Bar

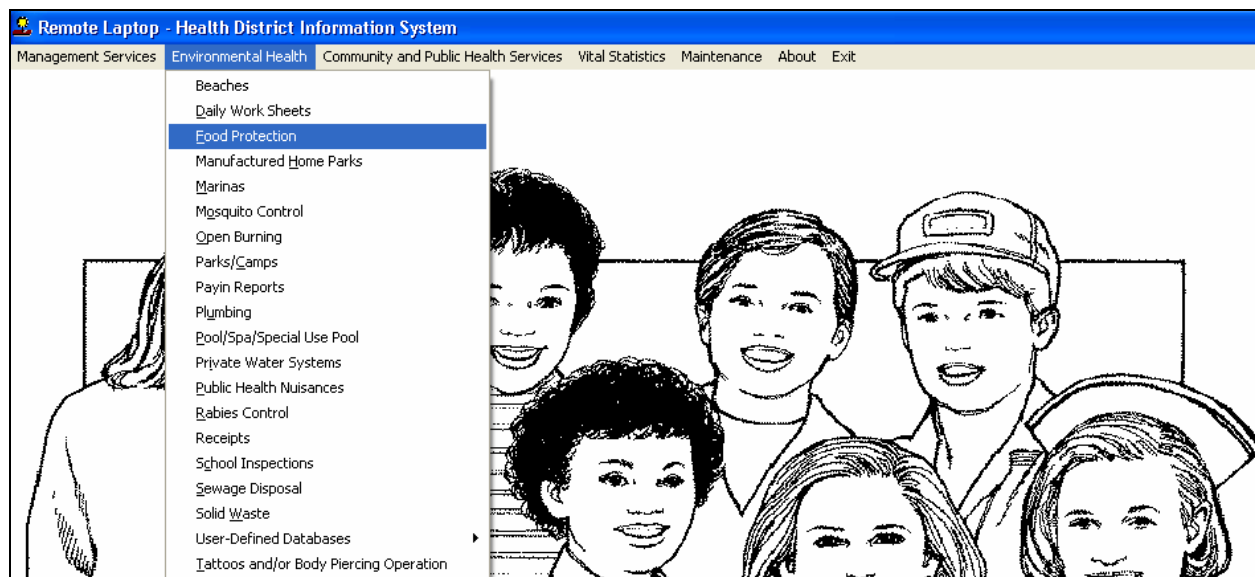
HDIS (Health District Information System) has several different modules designed to assist your health district in its day-to-day operations. The **Food Protection module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.



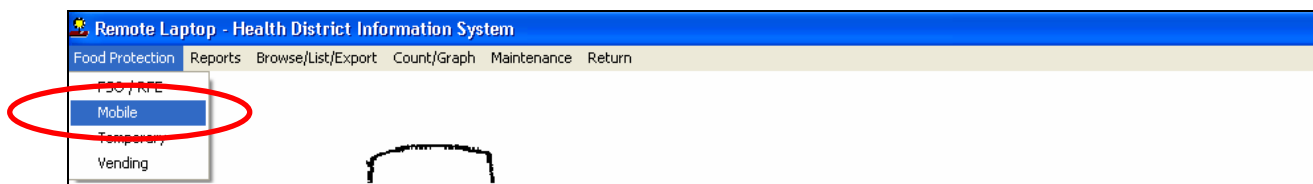
Select Environmental Health



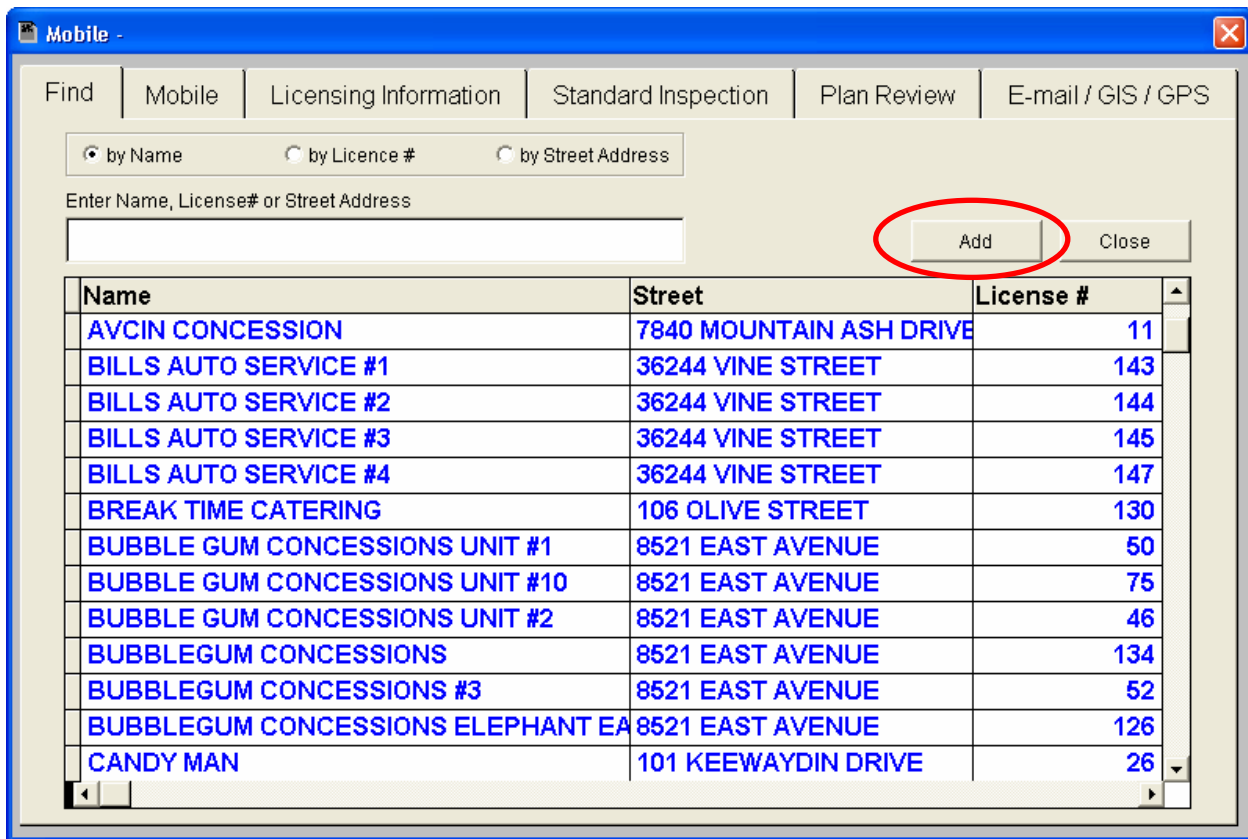
Select Food Protection



Mobile



Entering a Mobile



The screenshot shows a software window titled "Mobile" with a blue title bar. It has several tabs: "Find", "Mobile", "Licensing Information", "Standard Inspection", "Plan Review", and "E-mail / GIS / GPS". The "Find" tab is active. Below the tabs, there are three radio buttons: "by Name" (selected), "by Licence #", and "by Street Address". Below these is a text input field labeled "Enter Name, License# or Street Address". To the right of the input field are two buttons: "Add" and "Close". The "Add" button is circled in red. Below the input field is a table with three columns: "Name", "Street", and "License #". The table contains 15 rows of data, all in blue text.

Name	Street	License #
AVCIN CONCESSION	7840 MOUNTAIN ASH DRIVE	11
BILLS AUTO SERVICE #1	36244 VINE STREET	143
BILLS AUTO SERVICE #2	36244 VINE STREET	144
BILLS AUTO SERVICE #3	36244 VINE STREET	145
BILLS AUTO SERVICE #4	36244 VINE STREET	147
BREAK TIME CATERING	106 OLIVE STREET	130
BUBBLE GUM CONCESSIONS UNIT #1	8521 EAST AVENUE	50
BUBBLE GUM CONCESSIONS UNIT #10	8521 EAST AVENUE	75
BUBBLE GUM CONCESSIONS UNIT #2	8521 EAST AVENUE	46
BUBBLEGUM CONCESSIONS	8521 EAST AVENUE	134
BUBBLEGUM CONCESSIONS #3	8521 EAST AVENUE	52
BUBBLEGUM CONCESSIONS ELEPHANT EA	8521 EAST AVENUE	126
CANDY MAN	101 KEEWAYDIN DRIVE	26

The **FIND** tab on the Mobile window is for finding a Mobile. You can browse through the grid to find a name or type the name in the **Enter Name, License# or Street Address** field and then press the **"Enter"** key on your keyboard. To find a Mobile by **License #**, click the radio button labeled **by License #** and then enter the license number. To find a Mobile by **Street Address**, click the radio button labeled **by Street Address** and enter the street address.

Click the **"Add"** button to enter a Mobile. Once you click the **"Add"** button, you have entered a Mobile record. You **do not** have to click the **"Add"** button again after you have entered the information.

Mobile ???? - LUKE'S LEMONADE

Find | Mobile | Licensing Information | Standard Inspection | Plan Review | E-mail / GIS / GPS

☐ FSO
 ☐ RFE Endorsement
 ☐ Catering
 ☐ Seasonal
 License #

☐ RFE
 ☐ FSO Endorsement
 Name of Food Service Operation
 Name of Operator

Street address
 City
 State
 Zip code

Phone
 Fax
 Name of individual certified in food protection
 Certificate #

Mailing address for annual Renewal if different than above

Name of parent company or owner
 Mail to Person (optional)

Street address
 City
 State
 Zip code

Phone

You may now begin to enter information into the fields. Remember, you can use the **“Tab”** or the **“Enter”** button to advance from field to field. On this page, you will fill out the information for the Mobile and the licensee that you received from the application.

**** Note: All phone numbers must start with a “1”**

Licensing Information



Licensing Information

Mobile ???? - LUKE'S LEMONADE

Find | Mobile | **Licensing Information** | Standard Inspection | Plan Review | E-mail / GIS / GPS

Code	Descript	Local fee	State fee	WS fee	Late fee	Total
MO	MOBILE	70.00	24.00	0.00		94.00

Audit: 2005002 Date issued: 09/26/2005 Date paid: 09/26/2005 Receipt#: 154 ☐ No Late Fee

Inspection interval: 360 Last three inspection dates: // // // ☐ Public Water Supply
☐ Private Water Supply

Inspector: 19 HANFORD DIXON Service: R ROUTINE

Political subdivision: 09 MENTOR ON THE LAKE CITY District: 05 ☐ Out of business OOB date: //

Note: ENTER NOTES HERE

Print Modify

Field/Button	Description
Code	Chose the fee code for the Mobile
Description	(filled out once fee code is selected)
Local Fee	(filled out once fee code is selected)
State Fee	(filled out once fee code is selected)
Late Fee	(filled out by running delinquent letters)
WS Fee	If you check the Private Water check box, a water fee will appear if you have defined one in the fee table.
Total	(filled out once fee code is selected)
Audit	(filled out once a license fee is printed)
Date issued	Date permit issued
Date Paid	Date the permit was paid
Receipt #	Receipt number for the permit
No Late Fee	Check if there is no late fee
Inspection Interval	(filled out once fee code is selected)
Last Three Inspection Dates	Enter your last three inspection dates
Public Water Supply	Check if the mobile has public water supply
Private Water Supply	Check if the mobile has private water supply

Inspector	Inspector's code and name
Service	Reason code and description
Political subdivision	Political subdivision code and political subdivision
District	Used only if you have defined districts for Inspectors.
Out of Business	Check if the FSO/RFE is out of business
OOB Date	Enter the out of business date
Note	Enter your notes
Print	Opens the print menu
Modify	Click to modify the information on the page

Standard Inspections



Standard Inspections

Mobile ???? - LUKE'S LEMONADE

Find | Mobile | Licensing Information | **Standard Inspection** | Plan Review | E-mail / GIS / GPS

Physical Facilities/Poisonous or Toxic Materials/Special Requirements		Violation(s)/Comment(s)	
FSO / RFE	Management and Personnel / Food	Equipment, Utensils, Linens/Water, Plumbing, and Waste	
Category/Description 	Date //	Inspection time (min) 	Travel Time (min)
☐ Standard Update ☐ Follow up ☐ Foodborne ☐ Complaint			
☐ Consultation ☐ Prelicensing ☐ 30 Day ☐ Other (specify)			
Follow-up Date (if required) //	Sample Date/result (if required) //		

To enter a standard inspection, click the **"Add Inspection"** button and enter the inspection date.

Mobile ??? - LUKE'S LEMONADE

Find | Mobile | Licensing Information | Standard Inspection | Plan Review | E-mail / GIS / GPS

Physical Facilities/Poisonous or Toxic Materials/Special Requirements | Violation(s)/Comment(s)

FSO / RFE | Management and Personnel / Food | Equipment, Utensils, Linens/Water, Plumbing, and Waste

Category/Description: MOBILE | Date: 09/26/2005 | Inspection time (min): 45 | Travel Time (min): 15

☒ Standard ☐ Follow up ☐ Foodborne ☐ Complaint

☐ Consultation ☐ Prelicensing ☐ 30 Day ☐ Other (specify)

Follow-up Date (if required): // | Sample Date/result (if required): //

Field/Button	Description
Category/Description	Automatically filled out
Date	Enter the date of the inspection
Inspection Time (min)	Enter the inspection time in minutes
Travel Time (min)	Enter the travel time in minutes
Standard	Check if this is a standard inspection
Update	Click to update the last three inspection dates on the Licensing Information page
Follow up	Check if this is a follow up inspection
Food borne	Check if this is a food borne inspection
Complaint	Check if this inspection is due to a complaint
Consultation	Check if this is a consultation inspection
Prelicensing	Check if this is a follow prelicensing inspection
30 day	Check if this is a follow 30 day inspection
Other (specify)	Check if this is an Other type of inspection and enter the kind of inspection in the field to the right.
Follow up Date (if required)	Enter the follow up date for an inspection if it is required
Sample date/result (if required)	Enter the sample date/result if required



Management and Personnel/Food

Mobile ??? - LUKE'S LEMONADE

Find | Mobile | Licensing Information | Standard Inspection | Plan Review | E-mail / GIS / GPS

Physical Facilities/Poisonous or Toxic Materials/Special Requirements | Violation(s)/Comment(s)

FSO / RFE | Management and Personnel / Food | Equipment, Utensils, Linens/Water, Plumbing, and Waste

Management and Personal	Food
☐ 2.1 Employee health ☐ Critical	☐ 3.0 Safe, unadulterated and honestly pres..... ☐ Critical
☐ 2.2 Personal cleanliness ☐ Critical	☐ 3.1 Sources, specification, containers ☐ Critical
☐ 2.3 Hygienic practices ☐ Critical	☐ 3.2 Protection from contamination after rec... ☐ Critical
☐ 2.4 Supervision ☐ Critical	☐ 3.3 Destruction of organisms ☐ Critical
	☒ 3.4 Limitation of growth of organisms ☐ Critical
	☐ 3.5 Identity, presentation, on premise labeling ☐ Critical
	☐ 3.6 Discarding or reconditioning unsafe... ☐ Critical
	☐ 3.7 Special requirements for highly sus... ☐ Critical

Print | Previous Inspection | Next Inspection | Delete Inspection* | Add Inspection | Modify

To enter a violation, click on the appropriate check box for the violation. In the example above, we are going to click on **Food 3.4 Limitation of growth of organisms**. When the violation is checked, the Food Protection Inspection rules table will open (seen on the next page). If the violation is critical, check the **Critical check box** before clicking the violation. This will preface the violation on the Violations/Comments with * **Critical Violation** *.



Equipment, Utensils, Linens/Water, Plumbing, and Waste

Mobile ??? - LUKE'S LEMONADE

Find | Mobile | Licensing Information | **Standard Inspection** | Plan Review | E-mail / GIS / GPS

Physical Facilities/Poisonous or Toxic Materials/Special Requirements | Violation(s)/Comment(s)

FSO / RFE | Management and Personnel / Food | **Equipment, Utensils, Linens/Water, Plumbing, and Waste**

Equipment, Utensils, Linens	Water, Plumbing, and Waste
☐ 4.0 Materials for construction... ☐ Critical	☐ 5.0 Water ☐ Critical
☐ 4.1 Design and construction ☐ Critical	☐ 5.1 Plumbing system ☐ Critical
☐ 4.2 Numbers and capacities ☐ Critical	☐ 5.2 Mobile water tank... ☐ Critical
☐ 4.3 Locations and Installation ☐ Critical	☐ 5.3 Sewage, liquid waste and... ☐ Critical
☐ 4.4 Maintenance and operation ☐ Critical	☐ 5.4 Refuse, recyclables, and... ☐ Critical
☐ 4.5 Cleaning of equipment and uten... ☐ Critical	
☐ 4.6 Sanitizing of equipment and uten... ☐ Critical	
☐ 4.7 Laundering ☐ Critical	
☐ 4.8 Protection of clean items ☐ Critical	

Print | Previous Inspection | Next Inspection | Delete Inspection* | Add Inspection | Modify

This page displays rules 4.0 thru 5.4.



Physical Facilities/Poisonous or Toxic Materials/Special Requirements

Mobile ??? - LUKE'S LEMONADE

Find | Mobile | Licensing Information | **Standard Inspection** | Plan Review | E-mail / GIS / GPS

FSO / RFE | Management and Personnel / Food | Equipment, Utensils, Linens/Water, Plumbing, and Waste

Physical Facilities/Poisonous or Toxic Materials/Special Requirements | Violation(s)/Comment(s)

Physical Facilities	
☐ 6.0 Materials for construction... Critical	☐ 8.3 Bulk water machine criteria Critical
☐ 6.1 Design, construction... Critical	☐ 8.4 Acidified white rice preparation Critical
☐ 6.2 Numbers and capacities Critical	☐ 9.0 Facility layout and equipment... Critical
☐ 6.3 Location and placement Critical	☐ 20 Existing facilities and equipment Critical
☐ 6.4 Maintenance and operation Critical	
Poisonous or Toxic Materials	901:3-4 OAC RFE Only
☐ 7.0 Labeling and indentification Critical	☐ 12 Articles - Cease Use Critical
☐ 7.1 Operational supplies... Critical	☐ 13 Records Critical
☐ 7.2 Stock and retail sale... Critical	☐ 14 Food Sample Collected Critical
	☐ 15 Embargo of food/Voluntary... Critical
Special Requirements	3701-21 OAC FSO Only
☐ 8.0 Fresh juice production Critical	☐ 27 Embargo of food Critical
☐ 8.1 Heat treatment dispensing... Critical	
☐ 8.2 Custom Processing Critical	

Print | Previous Inspection | Next Inspection | Delete Inspection* | Add Inspection | Modify

This page displays rules 6.0 thru 27.



Violation(s)/Comment(s)

Mobile ??? - LUKE'S LEMONADE

Find | Mobile | Licensing Information | **Standard Inspection** | Plan Review | E-mail / GIS / GPS

FSO / RFE | Management and Personnel / Food | Equipment, Utensils, Linens/Water, Plumbing, and Waste

Physical Facilities/Poisonous or Toxic Materials/Special Requirements | **Violation(s)/Comment(s)**

3717-1-03.4 Food: Limitation of Growth of Organisms of Public Health Concern

(G) Ready-to-eat, potentially hazardous food - date marking.

(1) Except for individual meal portions served or repackaged for sale from a bulk container upon a consumer's request, refrigerated, ready-to-eat, potentially hazardous food prepared and held in a food service operation or a retail food establishment for more than twenty-four hours shall be clearly marked to indicate the date or day by which the food shall be consumed on the premises, sold, or discarded, based on the temperature and time combinations specified below. The day of preparation shall be counted as day 1.

(a) The food is maintained at a temperature of forty-one degrees Fahrenheit (five degrees Celsius) or less

Inspected by: 19 HANFORD DIXON R.S./SIT #: 45459 Rules

Received by: RYAN THOME Title: Spell Check

Print Previous Inspection Next Inspection Delete Inspection* Add Inspection Modify

Field/Button	Description
Violation(s)/Comment(s)	Displays the selected rules from the "Violations" tab along with your comments
Inspected by	Choose the inspector who performed the inspection
R.S./SIT#	
Received by	Enter the person who received the inspection form
Title	Enter the title of the person who received the information
Rules	Click to open all inspection rules
Spell Check	Click to perform a spell check on your comments

In the Violations/Comments Section:

F2 key will produce squared symbol

F3 key will produce degree symbol

If there are no violations, press **F4** with the cursor in the **Violations and Comments** section and "**No violations at time of inspection**" will appear. You will not have to print out the second page for a standard inspection. A small box will appear on the first Standard Inspection page with that comment in it.

Plan Review



Plan Review

Mobile ???? - LUKE'S LEMONADE

Find | Mobile | Licensing Information | Standard Inspection | **Plan Review** | E-mail / GIS / GPS

Plan Type: EQUIPMENT CHANGE Application Made: 09/26/2005 Submitted: 09/26/2005 Approved: 10/04/2005 Disapproved: / /

Code: MO Descript: MOBILE Local fee: 70.00 Date Paid: 09/26/2005 Receipt#:

Inspector: 19 HANFORD DIXON Opening Insp.: / / 30 Day Follow-up: / / Resubmitted: / /

Notes:

Print Modify

On this screen, you can enter your **Plan Review** for your Mobile.

Field/Button	Description
Plan/Type	Choose the type of plan
Application Made	Enter the date that the application was made
Submitted	Enter the date that the application was submitted
Approved	Enter the date that the application was approved
Disapproved	Enter the date that the application was disapproved
Code	Choose the fee code
Descript	Automatically filled out
Local Fee	Automatically filled out
Date Paid	Enter the date that the application was paid
Receipt #	Receipt # for the Plan Review, Press Ctrl + R for receipts
Inspector	Choose the inspector
Opening Insp.	Enter the date of the opening inspection
30 Day Follow-up	Enter the date of the 30 day follow-up
Resubmitted	Enter the date the review was resubmitted
Notes	Enter your notes on the plan review

GIS/GPS



GIS/GPS

Mobile
Mobile
Licensing Information
Standard Inspection
Plan Review
E-mail / GIS / GPS

E-mail

Business Owner
Business Owner
Manager
Chain Owner
Other

Global Information System

Street #
Prefix Direction
Prefix Type
Street name
Street Suffix
Prefix Direction

1248
OAK
DRIVE

Global Positioning System

Latitude Decimal Value
Longitude Decimal Value

Modify

The GIS/GPS tab allows you to enter your GPS coordinates for mapping purposes.

Field/Button	Description
Business Owner	Enter the email address of the business owner
Business Operator	Enter the email address of the business operator
Manager	Enter the email address of the manager
Chain Owner	Enter the email address of the chain owner
Other	Enter any other important email address
Street #	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Prefix Type	(automatically filled out when you enter the address)
Street Name	(automatically filled out when you enter the address)
Street Suffix	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Latitude Decimal Value	Enter the latitude DECIMAL value of the location
Longitude Decimal Value	Enter the longitude DECIMAL value of the location
Modify	Click to modify the information on the page

Print Button



Print

Print: The print button is available on all the tabs

**** Note: The licenses will print out on your preprinted license paper.****

Field/Button	Description
Application	Prints out an application form To print a blank application, right click the OK button.
Application year	Specify the year you want the application printed for.
License	Prints out a license on the preprinted license paper. HDIS will automatically display the next available audit #. When you receive a new packet of licenses, enter the Audit # of the first license in the packet.
Envelope – Food Service Operation	Prints an envelope addressed to the food service operation.
Envelope – Name of Parent Company or Owner	Prints an envelope addressed to the parent company or owner.
FSO / RFE Inspection Report (both)	Prints out the Food Service Standard Inspection Report along with the Continuation Report.
FSO / RFE Inspection Report (standard only)	Prints out the Food Service Standard Inspection Report.
FSO / RFE Inspection Report (continuation only)	Prints out the Food Service Continuation Report.
Food Plan Review Report	Prints out the Food Plan Review Report

Preview	Selects the output to preview.
Print	Selects the output to the printer.
OK	Prints/previews the form.
Close	Closes the print menu.
Update Record	After printing a license, this button will appear. Click to update the new Audit Number and also the date issued.
Void	After printing a license, this button will appear. If you discover you incorrectly printed the license, click the Void button, which will create a Void record to account for the license audit number.

How to Void a License

There are two ways to void a license. The first way is described above when you are in the Print window and have just incorrectly printed a license. The second way is as follows:

Click the Window Tab **Find**

Click the **Add** button

Click the appropriate check box for type of license

Enter “\ **VOID**” in the name field (use a backslash and a space before the word “VOID”).

Click the “**Licensing Information**” window tab

Enter the fee code as “**VD**”

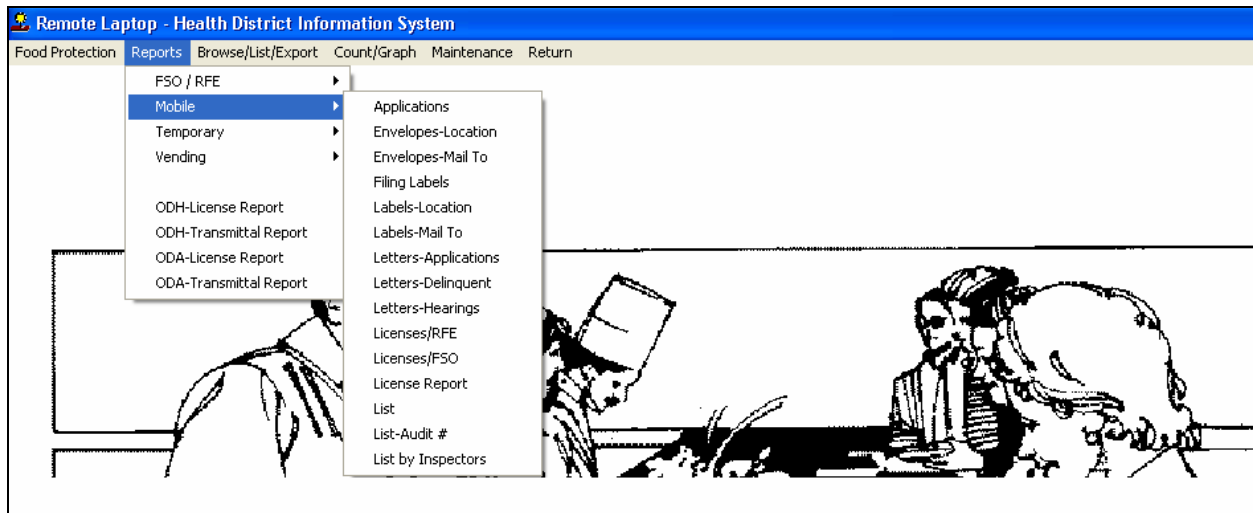
Enter the audit number you are voiding in the “**Audit**” field

Enter the date voided in the “**Date Issued**” field

Reports



Reports



The **Mobile Food Protection** program has a set of pre-defined reports to choose from. Each report will ask for **“From date issued”** and **“To date issued”**. This is to prevent printing a report for a Mobile that is Out of Business or that did not apply for a license.

You may preview the report before printing. Also, you have the ability to use filters to build a query.

Reports

Report	Description
Applications	This will generate applications for each Mobile.
Envelopes - Location	Addresses envelope to the location of the Mobile.
Envelopes – Mail To	Addresses envelope to the “mail to” field of the Mobile.
Filing Labels	Prints out filing labels for your Mobiles.
Labels - Locations	Generates mailing labels to the location of the Mobile.
Labels – Mail To	Generates mailing labels to the “mail to” field of the Mobile.
Letters - Applications	Generates application letters for each Mobile. (You may set these letters up in the Maintenance menu)

Letters - Delinquent	Generates delinquent letters for each Mobile. After printing these letters, you will be asked to update the late fee. (You may set these letters up in the Maintenance menu)
Letters - Hearings	Generates hearing letters for all Mobiles. (You may set these letters up in the Maintenance menu)
Licenses/RFE	Generates licenses for each RFE that meets the criteria set in the "from date" and "to date" issued. Change the next Audit# if necessary. Click OK to generate licenses. After the licenses are printed, a window will appear asking you to update those records with their new Audit # and date issued. Click OK to update the records. This feature must be activated in your General Profile – Environmental Health – Food Protection tab.
Licenses/FSO	Generates licenses for each FSO that meets the criteria set in the "from date" and "to date" issued. Change the next Audit# if necessary. Click OK to generate licenses. After the licenses are printed, a window will appear asking you to update those records with their new Audit # and date issued. Click OK to update the records. This feature must be activated in your General Profile – Environmental Health – Food Protection tab.
License Report	Generates the Ohio Department of Health Food Service Operation License Report
Lists	Generates a list of Mobiles.
Lists – Audit #	Generates a list of Mobiles by audit #.
List by Inspectors	Generates a list of Mobiles by inspectors.

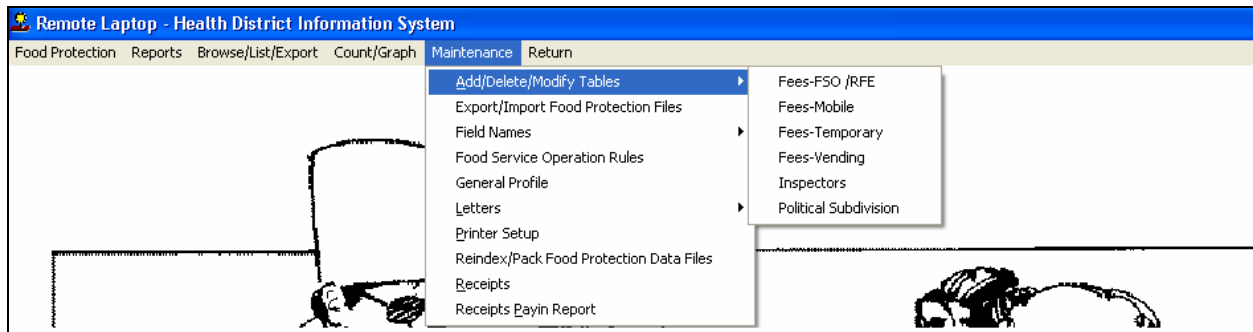
Electronic Signatures for Food Service Licenses

Create a bit map file (.bmp) from your Health Commissioner's signature.
For best results, make the size of the bit map 1/2 inches high and 4 inches long.
Save this file in **C:\HDIS\GRAPHICS**. DO NOT MAKE THE NAME LONGER THAN 8 CHARACTERS plus the extension (Example: NPAVER.BMP)
In HDIS, open the **Profile** window under **MAINTENANCE** of the main menu.
Click the **MANAGEMENT** tab and enter the name of the signature file in that field. Proceed to print a license on a blank sheet of paper as a test.
When complete, copy the file to your server in the **H:\HDIS\GRAPHICS** directory (assuming your data is on the H: disk drive. Then have everyone do an UPGRADE to download that file to their C: drive.

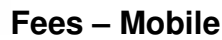
Maintenance - Add/Delete/Modify Tables



Maintenance



The maintenance menu contains a list of the tables that you can modify for your program.



Field/Button	Description
Code	Enter the code of the fee
Description	Enter the description of the code
Local Fee	Enter your local health department fee
State Fee	Enter state fee
Inspection	Enter the inspection interval
Close	Closes the table
Add New Fee	Adds a new fee to the table
Delete Fee	Deletes the highlighted fee
Blank Cert. Individuals*	
Blank Range of Audit #s*	
Zero All Late Fees	Click this button before printing applications for the coming year. It will zero any late fees from the previous year.
Update New Fees	Updates all Mobiles based on the fees in the fee table
Print	Prints a list of fee codes



Field/Button	Description
Code	Enter a code for the inspector
Name	Enter the name of the inspector
District	Enter the inspector's district(optional)
Close Button	Closes the table
Adds Button	Adds an inspector to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list
Update Inspectors	Use this to assign inspectors by political subdivision.



Political Subdivision

Add/Delete/Modify Political Subdivision Table

Code	Subdivision	District
01	WILLOWICK CITY	07
02	WICKLIFFE CITY	02
03	WILLOUGHBY HILLS CITY	02
04	WILLOUGHBY CITY	06
05	EASTLAKE CITY	07
06	PAINESVILLE CITY	03
07	MENTOR CITY WEST	04
08	KIRTLAND CITY	02
09	MENTOR ON THE LAKE CITY	05
10	WAITE HILL VILLAGE	02
11	TIMBERLAKE VILLAGE	07
12	KIRTLAND HILLS VILLAGE	02
13	GRAND RIVER VILLAGE	03
14	FAIRPORT HARBOR VILLAGE	05
15	NORTH PERRY VILLAGE	01
16	PERRY VILLAGE	01
17	MADISON VILLAGE	01
18	LAKELINE VILLAGE	07
19	CONCORD TOWNSHIP	01
20	PERRY TOWNSHIP	01
21	LEROY TOWNSHIP	01
22	MADISON TOWNSHIP	01

Buttons: Close, Add, Delete, Print, Update Districts

Field/Button	Description
Code	Enter the code of the subdivision
Subdivision	Enter the subdivision
Close Button	Closes the table
Add Button	Adds a code to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list



Export/Import Food Protection Clients

Type	Export	Name	Street	Licence #

The **Export/Import** function allows you to take your Mobile Food Protection data out of the office on your laptop. If you would like to use a laptop for your inspections, please contact CHC Software at helpdesk@hdis.org to order your Remote Lap Top CD ROM.

Food Protection – Lap Top Export / Import Files

Before you leave the office:

Import Mobile Food Service Files

Click "**Environmental Health**"

Click "**Food Protection**"

Click "**Maintenance**"

Click "**Lap Top - Export/Import Food Protection Files**"

Click "**Import Food Protection Clients From Server**" radio button

Click "**OK**"

Click "**Continue**"

Upon returning to the office:

Export Mobile Food Protection Files

Click "**Environmental Health**"

Click "**Food Protection**"

Click "**Maintenance**"

Click "**Lap Top - Export/Import Food Protection Files**"

Click "**Export Food Protection Clients to Server**" radio button

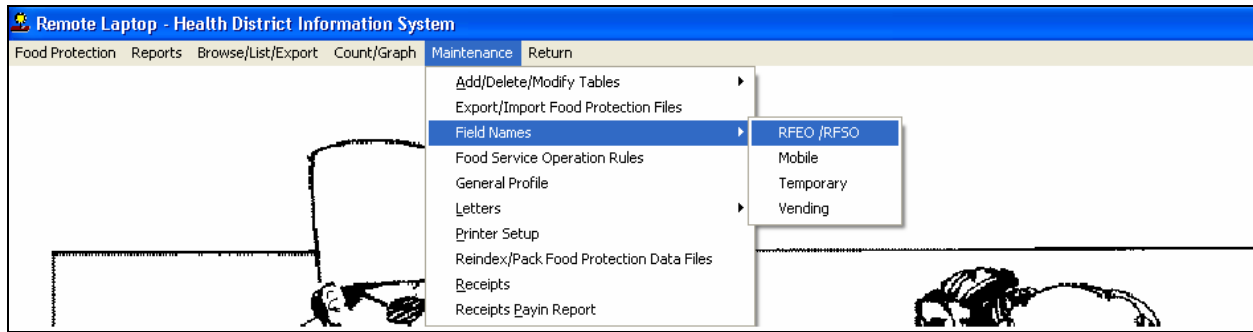
Note: Any record that has been modified will display a check in the box next to the name. Any Mobile or Temporary Food Service added will be displayed.

Click "**OK**"

Click "**Continue**"



Field Names – Mobile



Data Base Field Names for Mobile		Close
Field Name	Data Base Field Name	Print
2ND LAST INSPECTION	FSM.LST_2ND_IN	
2ND MAILING ADDRESS NAME	FSM.MAIL_NAME2	
3RD LAST INSPECTION	FSM.LST_3RD_IN	
AUDIT #	FSM.AUDIT	
CATERING	FSM.CATERING	
CITY	FSM.CITY	
DATE ISSUED	FSM.DATE_ISS	
DATE PAID	FSM.DATE_PAID	
E-MAIL BUSINESS OPERATOR	FSM.E_MAIL_BOP	
E-MAIL BUSINESS OWNER	FSM.E_MAIL_BOW	
E-MAIL CHAIN OWNER	FSM.E_MAIL_CO	
E-MAIL MANAGER	FSM.E_MAIL_MGR	
E-MAIL OTHER	FSM.E_MAIL_OTH	
FAX	FSM.FAX	
FSO	FSM.RFSO	
FSO ENDORSEMENT	FSM.RFSOE	
FEE CODE	FSM.FEECC	
FEE DESCRIPTION	FSM.DESCRPT	
GIS/PREFIX DIRECTION	FSM.GIS_PRE_DIR	
GIS/PREFIX TYPE	FSM.GIS_PRE_TYPE	
GIS/STREET	FSM.GIS_STRT	
GIS/STREET #	FSM.GIS_STRT_NO	
GIS/STREET SUFFIX	FSM.GIS_STRT_SUF	

The **Field names** listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating adhoc reports. The **Field Name** column is used to merge data into letters.

Enter the field name in capital letters in the body of the letter surrounded by asterisks (no spaces between asterisks and field name).



Food Service Operation Rules

Add/Delete/Modify Add/Delete/Modify Food Service Operation Rules

#	Title	Code	Rules
01.0	STATE OF OHIO UNIFORM FOOD SAFETY CODE AND DEFINITIONS	STATE OF OHIO UNIFORM FOOD SAFETY CODE AND DEFINITIONS	Memo
02.0	DETERMINATION OF THE PRIMARY BUSINESS OF A FACILITY	(A) WHEN THE ACTIVITIES OF A RETAIL FOOD ESTABLISHMENT	Memo
02.0	DETERMINATION OF THE PRIMARY BUSINESS OF A FACILITY	(B) THE LICENSOR SHALL CONSULT WITH THE LICENSEE	Memo
02.0	DETERMINATION OF THE PRIMARY BUSINESS OF A FACILITY	(C) IF THE LICENSORS OF FOOD SERVICE OPERATIONS ARE	Memo
02.1	MANAGEMENT AND PERSONNEL: EMPLOYEE HEALTH	(A) DISEASE OR MEDICAL CONDITION - RESPONSIBILITY OF	Memo
02.1	MANAGEMENT AND PERSONNEL: EMPLOYEE HEALTH	(B) DISEASE OR MEDICAL CONDITION -- EXCLUSIONS AND	Memo
02.1	MANAGEMENT AND PERSONNEL: EMPLOYEE HEALTH	(C) REMOVAL OF EXCLUSIONS AND RESTRICTIONS.	Memo
02.1	MANAGEMENT AND PERSONNEL: EMPLOYEE HEALTH	(D) RESPONSIBILITY OF A FOOD EMPLOYEE OR AN APPLICANT	Memo
02.1	MANAGEMENT AND PERSONNEL: EMPLOYEE HEALTH	(E) REPORTING BY THE PERSON IN CHARGE.	Memo
02.2	MANAGEMENT AND PERSONNEL: PERSONAL CLEANLINESS	(A) HANDS AND ARMS -- CLEAN CONDITION.	Memo
02.2	MANAGEMENT AND PERSONNEL: PERSONAL CLEANLINESS	(B) HANDS AND ARMS -- CLEANING PROCEDURE.	Memo
02.2	MANAGEMENT AND PERSONNEL: PERSONAL CLEANLINESS	(C) HANDS AND ARMS -- WHEN TO WASH.	Memo
02.2	MANAGEMENT AND PERSONNEL: PERSONAL CLEANLINESS	(D) HANDS AND ARMS -- WHERE TO WASH.	Memo
02.2	MANAGEMENT AND PERSONNEL: PERSONAL CLEANLINESS	(E) HAND SANITIZERS.	Memo
02.2	MANAGEMENT AND PERSONNEL: PERSONAL CLEANLINESS	(F) FINGERNAILS -- MAINTENANCE.	Memo
02.2	MANAGEMENT AND PERSONNEL: PERSONAL CLEANLINESS	(G) JEWELRY -- PROHIBITION.	Memo
02.2	MANAGEMENT AND PERSONNEL: PERSONAL CLEANLINESS	(H) OUTER CLOTHING -- CLEAN CONDITION.	Memo
02.3	MANAGEMENT AND PERSONNEL: HYGIENIC PRACTICES	(A) FOOD CONTAMINATION PREVENTION -- EATING, DRINKING	Memo
02.3	MANAGEMENT AND PERSONNEL: HYGIENIC PRACTICES	(B) FOOD CONTAMINATION PREVENTION -- DISCHARGES	Memo
02.3	MANAGEMENT AND PERSONNEL: HYGIENIC PRACTICES	(C) HAIR RESTRAINTS -- EFFECTIVENESS.	Memo
02.3	MANAGEMENT AND PERSONNEL: HYGIENIC PRACTICES	(D) ANIMALS -- HANDLING PROHIBITION.	Memo
02.4	MANAGEMENT AND PERSONNEL: SUPERVISION	(A) PERSON IN CHARGE -- ASSIGNMENT OF RESPONSIBILITIES	Memo
02.4	MANAGEMENT AND PERSONNEL: SUPERVISION	(B) PERSON IN CHARGE -- DEMONSTRATION OF KNOWLEDGE	Memo

Print Delete* Add Close

Field/Button	Description
#	ODH rule number
Title	ODH Rule Name
Code	ODH Rule Paragraph
Rules	Double click to view rule
Close	Closes the table
Add Button	Adds an operation rule to the table
Delete* Button	Right-click to delete a highlighted entry
Print	Prints the list



General Profile

General Profile

Demographics | General | Management | Environmental | Community & Public Health Services | Vital

Health Department

Division

Address1

Address2

City State Zip

County

Phone #'s FAX #

Federal Tax ID

Commissioner

Client/Server Location

☐ 2004 ☐ 2003 ☐ 2002 ☐ 2001 ☐ 2000 ☐ 1999 ☐ 1998

Make Checks Payable to:

Close

The **General Profile** allows you to fill out the basic information regarding your health department.



Food Protection

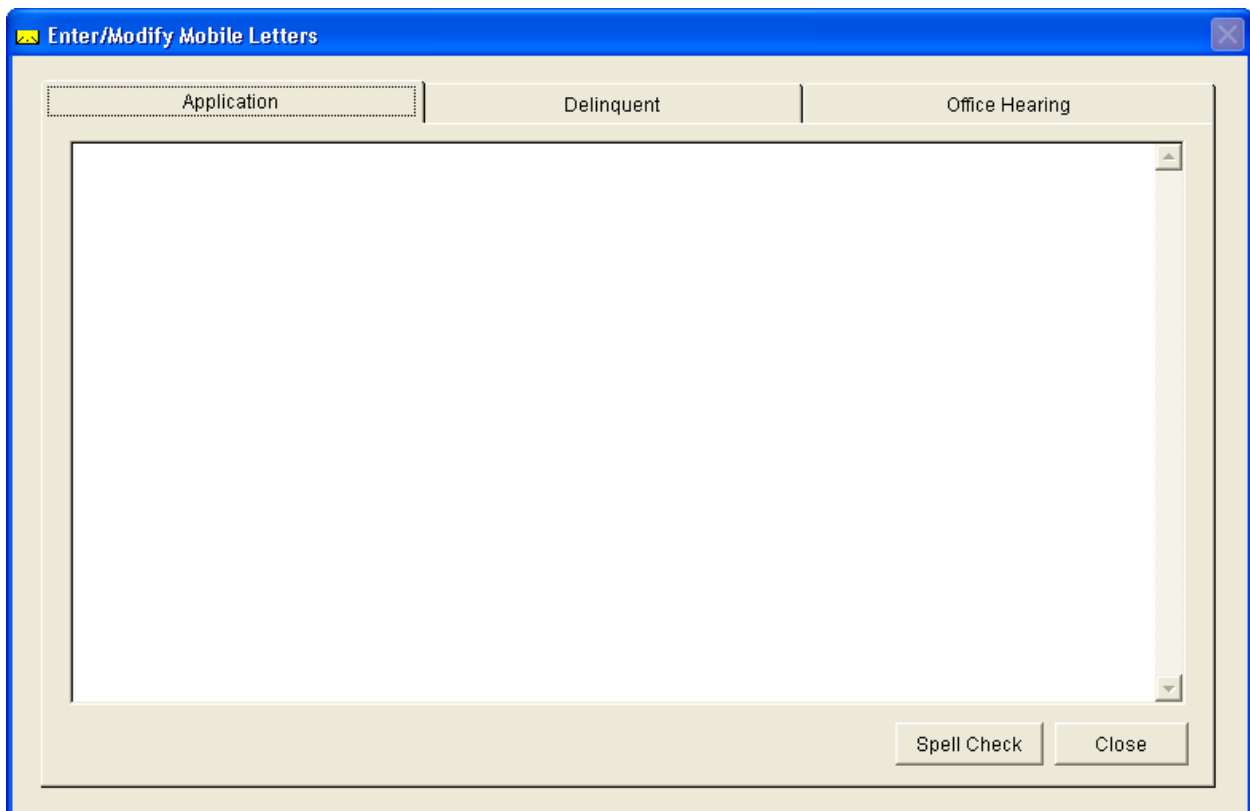
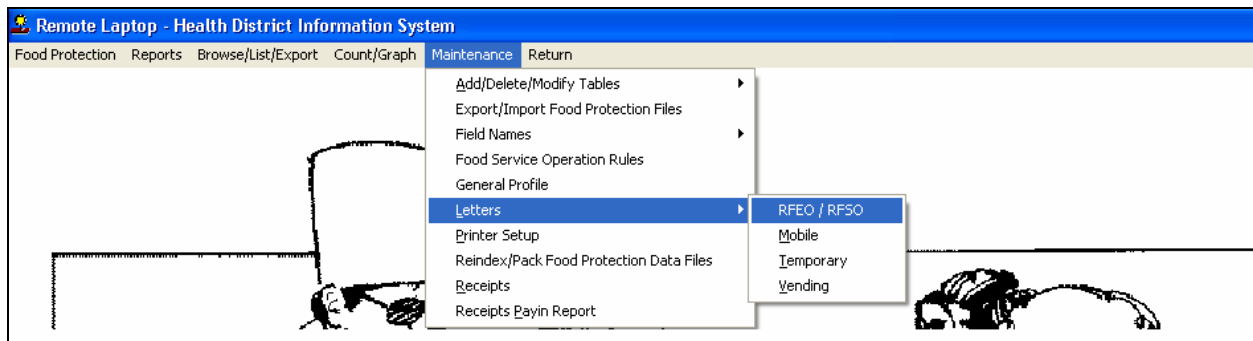
The screenshot shows a software window titled "General Profile" with a blue header bar and a red close button. The window contains a series of tabs: Demographics, General, Management, Environmental, Community & Public Health Services, and Vital. Below these are several sub-tabs: Rabies Control, School Inspections, Sewage Disposal, Solid Waste, Tattoos and/or Body Piercing, Parks/Camps, Plumbing, Pools/Spa/Special Use Pool, Private Water Systems, Public Health Nuisance, Daily Work Sheets, Food Protection (which is selected and highlighted with a dashed border), Manufactured Home Parks, Marinas, Mosquito Control, and Open Burning. The main content area of the "Food Protection" tab contains three unchecked checkboxes:

- ☐ Do Not Display Rules & Regulations
- ☐ Indicate Critical on Violations/Comments
- ☐ Allow User to Print Batch Licenses

Check Box	Description
Do Not Display Rules & Regulations	Click to disable the "Rules and Regulations" window from opening when a violation is clicked.
Indicate Critical on Violations/Comments	Click to indicate which violations were critical in the "Violations/Comments" field.
Allow User to Print Batch Licenses	Click to allow printing of batch licenses.



Letters – Mobile



HDIS provides you with the flexibility to write standard letters that can be sent to clients. These letters will pull data through use of the *. The * is placed on each end of the field name that you want to pull into the letter. Use **capital letters** to describe the field name. The program allows for your Application, Delinquent, and Office Hearing letters.

Example: *OWNER* = TOM GORDON



Printer Setup

The screenshot shows a 'Print Setup' dialog box with a blue title bar and standard window controls. It is divided into several sections: 'Printer' with a name dropdown set to 'PDF-XChange 2.5 DE', status 'Ready', type 'PDF-XChange 2.5 DE', and location 'PDF-XChange'; 'Paper' with size 'Letter/ANSI A' and source 'Main paper tray'; and 'Orientation' with 'Portrait' selected. At the bottom are buttons for 'Network...', 'OK', and 'Cancel'.

Print Setup

Printer

Name: PDF-XChange 2.5 DE Properties

Status: Ready

Type: PDF-XChange 2.5 DE

Where: PDF-XChange

Comment:

Paper

Size: Letter/ANSI A

Source: Main paper tray

Orientation

 ☒ Portrait

 ☐ Landscape

Network... OK Cancel

The print setup allows you to choose from what printer you would like to print. Pick the printer in the name dropdown and click **OK**.



Receipts

Receipts

Date

09/02/2005

Received by

Print

Close

Fee Code

00316

Fee Description

MARINA 25-59 DOCKS

Quantity

1

Amount

190.00

Check #/Cash

Per. # / Lic.# / ID#

Name

Address/Comment

Certified

0

Add Fee

Delete Fee

Code	Description	Quantity	Amount	Check#	Name	Address/Comment

Totals

0

0.00

Receipt #

45

If your health department has the **"Receipts"** module, you have the ability to print any receipt through the **"Maintenance"** tab. You may also print a receipt from the Mobile data entry windows by pressing **ALT-R** keys.



Receipts Pay-In Report

The dialog box has a blue title bar with the text "Print Pay In or Receipt" and a red close button. The main area is light beige. At the top, there are two date fields: "From Date" and "To Date", both containing "09/02/2005". Below these are four radio button options: "Pay In by Receipt Book" (selected), "Pay in by Fund", "Pay in by Initials", and "Receipt". The "Pay In by Receipt Book" option has a dropdown menu below it. To the right of the radio buttons are "OK" and "Close" buttons. At the bottom, there is a section titled "Output to:" with two radio button options: "Preview" (selected) and "Print".

Print Pay In or Receipt

From Date To Date

09/02/2005 09/02/2005

☒ Pay In by Receipt Book

☐ Pay in by Fund

☐ Pay in by Initials

☐ Receipt

OK

Close

Output to:

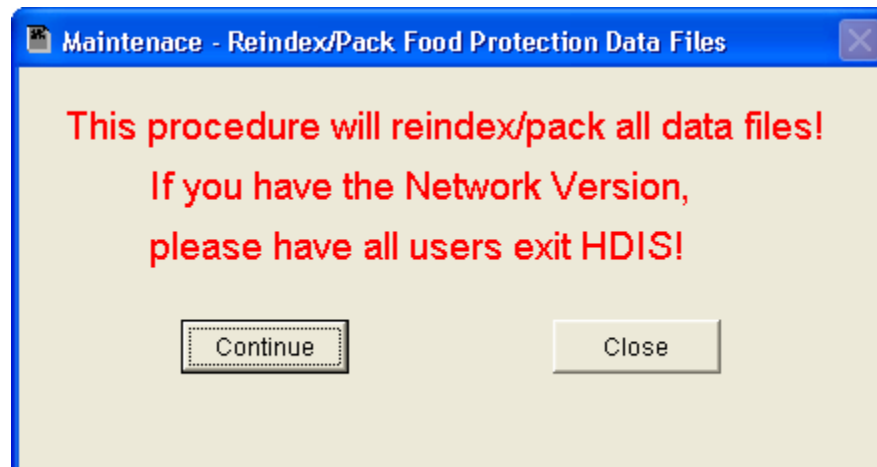
☒ Preview

☐ Print

If your health department has the **"Receipts"** module, you have the ability to print your pay in reports through the **"Maintenance"** tab.



Reindex/Pack Food Protection Data Files



This function is only needed should your data be corrupt due to a power failure. Please contact CHC Software at helpdesk@hdis.org if you have any questions or concerns.

CHC Software, Inc.
Health District Information Systems
helpdesk@hdis.org

CHC Software, Inc.
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helpdesk@hdis.org